

**Ryan White CARE Act Title I**  
**Inland Empire HIV Planning Council**

**Minutes of Meeting**

**Thursday, July 24, 2003**

**1:00 PM - 3:30 PM**

**Inland AIDS Project  
3756 Elizabeth Street  
Riverside CA 92506  
909-683-4022**

**Call to Order and Introductions**

Joe Acosta, Co-chair, called the meeting to order at 1:00 PM. Introductions were made and persons in attendance were:

**Members:**

Joe Acosta  
Erin Comstock  
Joshua Sparks  
Faith Davis-Bolton  
Ed Cueto  
Carolyn Harris  
John Brown  
Thomas Prendergast, M.D

William Trevizo  
Fred Flotho, Jr  
Sandra Bibb  
Steve McGrew  
Victoria Jauregui Burns  
Gregory French  
Rebecca Zeidler  
Lucie Smith

Cherry Houston, Ph.D.  
Leann Chamlee  
Evelyn Valentino  
Edwin Zelaya  
Leann Chamlee  
A. Lloyd Jones  
Darlene DeBayona

**Absences:**

Dr. Gary Feldman

Jeffrey Byers

Benita Ramsey

**Other Attendees:**

Antonio Diaz  
Jack Newby  
Danielle Dowling  
Clint Trout  
Derrick Noble  
Jim Woodward  
Janet Velez  
Rick Rector

Leticia Gutierrez  
James J. OJinaga  
Frank Culberson  
Mena Gorre  
Gemma Gonzales  
Phyllis Zakian  
Larry Sanders

**P. C. Support Staff:**

Daniel Perez  
Vicki Devore  
Travette Smith  
Bonnie Flippin  
Lia Brown

## **Public Comments**

Joe Acosta introduced Larry Sanders, Consultant for BETAH, who said that he was glad to be there and looking forward to being of assistance.

Evelyn Valentino introduced Leticia Gutierrez, who is a full time case manager for Working Wonders. Ms. Gutierrez was welcomed with a round of applause.

John Brown announced that the Palm Springs City Council had approved his building project and also approved the building project of the County of Riverside Family Health Center.

## **Agenda Additions, Revisions, and Corrections**

Carolyn Harris made a motion to approve the Agenda as submitted. Ed Cueto seconded the motion.

### **Motion #03-22 was approved**

For: 23  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

## **Review and Approval of Minutes**

Presented under the Consent Calendar.

## **Consent Calendar**

Ed Cueto made a motion to approve the Consent Calendar, as presented. Will Trevizo seconded the motion.

### **Motion #03-23 was approved**

For: 23  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

## **Old Business**

None

## **New Business**

Fred Flotho presented the Evaluation of the Administrative Mechanism Survey to the Planning Council. **See Attachment 1.** Danielle Dowling explained the survey, which was then distributed, completed and collected.

## **Planning and Evaluation Report**

Bonnie Flippin presented the Needs Assessment 2003 – Preliminary Findings. **See Attachment 2.**

Fred Flotho gave a presentation on Priority Setting. **See Attachment 3.** Fred then presented the Priority Worksheet. **See Attachment 4.** Fred said that Treatment Adherence had been moved in priority to #3 under Pharmaceutical Assistance at the last P & E meeting. A group discussion

followed. Fred said this was a committee recommendation, so there is no need for a motion. Joe Acosta asked for a vote. The vote was unanimous.

**Motion #03-24 was approved**

For: 23  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Fred Flotho then presented the Allocations Process. **See Attachment 5.** The committee recommendation had no need for a motion. Joe Acosta asked for a vote. The vote was unanimous.

**Motion #03-25 was approved**

For: 23  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Fred Flotho then presented the FY2004-05 Support Budget Recommendations and the Service Category Calculations. **See Attachment 6.** A group discussion followed. Fred said the committee motion was to approve the deductions for the budget. Joe Acosta asked to bring this motion to a vote.

**Motion #03-26 was approved**

For: 20  
Against 3  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

**Executive Committee Report**

**Bylaws Committee Report -**

Faith Davis-Bolton and Joshua Sparks gave the Bylaws Committee Presentation for the Bylaws Recommendations for Articles. **See Attachment 7.** Faith announced that Article VII dealing with conflict of interest would not be addressed at this meeting. *(Note: Due to members leaving or having to be away from the table, the total vote count will vary with the Articles.)*

Regarding Article IX, a group discussion was held. The committee recommendation motion was to approve Article IX. Joe Acosta called for a vote. After a group discussion, it was determined that 18 votes were needed to approve an Article. The motion failed.

**Motion #03-27 was not approved**

For: 13  
Against 6  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Regarding Article I, Faith Davis-Bolton said there were no changes. The committee recommendation motion was to approve Article I. Joe Acosta called for a vote. The motion carried.

**Motion #03-28 was approved**

For: 19  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

The next Article to be presented was Article II. There was no discussion. The committee recommendation motion was to approve Article II. Joe Acosta called for a vote. The motion carried.

**Motion #03-29 was approved**

For: 19  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Article VIII was then presented. A group discussion was held. The committee recommendation motion was to approve Article VIII. Joe Acosta called for a vote. The motion failed.

**Motion #03-30 was not approved**

For: 17  
Against 2  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Regarding Article XI, the committee recommendation motion was to approve Article XI. Joe Acosta called for a vote. The motion carried unanimously.

**Motion #03-31 was approved**

For: 19  
Against 0  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Article V was then presented. A group discussion followed. The committee recommendation motion was to approve Article V. Joe Acosta called for a vote. The motion carried.

**Motion #03-32 was approved**

For: 18  
Against 1  
Abstentions: 0

**Members present with no PC Form 700 on file: 0**

Article III was then presented. Regarding Section 3 Officers, Paragraph 2, an initial motion was made by Erin Comstock and seconded by Steve McGrew that a friendly amendment be made to

include preference that the community co-chair be a member of the affected community. Joe Acosta called for a vote. The motion carried unanimously.

**Motion #03-33 was approved**

For:	18
Against	0
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

Continuing with Article III, The committee recommendation motion was to approve Article III, with the previously approved friendly amendment. A group discussion was held. Joe Acosta called for a vote. The motion failed.

**Motion #03-34 was not approved**

For:	15
Against	3
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

Faith Davis-Bolton and Joshua Sparks then presented Article IV. The committee recommendation motion was to approve Article IV. Joe Acosta called for a vote. The motion carried.

**Motion #03-35 was approved**

For:	18
Against	0
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

Article VI was then presented. The committee recommendation motion was to approve Article VI. Joe Acosta called for a vote. The motion failed.

**Motion #03-36 was not approved**

For:	17
Against	1
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

Article X was the last to be presented. The committee recommendation motion was to approve Article X. Joe Acosta called for a vote. The motion carried unanimously.

**Motion #03-37 was approved**

For:	18
Against	0
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

Faith Davis-Bolton then thanked the Planning Council. There was a round of applause.

### **Underserved Committee Report –**

Dr. Cherry Houston distributed a copy of the agenda of the Men's HIV/Health Summit held the previous day. **See Attachment 8.** She commented that the talent in the Inland Empire was incredible, and announced plans for the future to have one group do some social marketing training for the Planning Council. Dr. Houston thanked her committee and the Planning Council staff for their help. She said that the committee would take a break in August and resume work in September.

### **Consumer Advocacy & Education Committee Report -**

Gregory French reported that the latest project just completed was the Beach Festival for Gay Pride. He displayed some of the items given away to the public at the festival and showed pictures of the booth display.

### **ad hoc PC Support Staff Committee Report –**

Daniel Perez asked if he would be able to include this report with his Grantee Report.

### **Membership Committee Report –**

Ed Cueto reported that the Membership Committee reports 27 members with one vacancy in Riverside, and two more vacancies for next month. **See Attachment 9.** He said that there were four prospective members. In San Bernardino County, Ed said that although 4 vacancies were reported, there were actually only 3, because Terry Benjamin was waiting for approval from the Board of Supervisors on the 29<sup>th</sup> of this month. He also said that Frank Culberson was also a very strong candidate, and Joe Acosta said the Membership Committee had recommended Frank as the next applicant for full membership.

Ed said that there had been issues with member attendance regarding coming late or leaving too early, so the committee was working on recommendations in this regard. He also mentioned that transportation still seemed to be an issue in getting consumers to meetings, and asked the group to accelerate the reimbursement process to consumers. The leave of absence application from Carolyn Harris was announced as approved.

Joe Acosta asked for a vote of all those in favor of accepting the committee report and accepting the application of Frank Culberson as a member from San Bernardino County affected community. The vote carried unanimously. Frank was asked to speak a few words and given a round of applause.

### **Motion #03-38 was approved**

For:	18
Against	0
Abstentions:	0

**Members present with no PC Form 700 on file: 0**

## **Region Committee Reports –**

- **Riverside Region -** Joe Acosta reported that the Riverside Region met very briefly and potentially wanted to endorse the concept of the Priorities as presented earlier that day.
- **San Bernardino Region** – Steve McGrew reported that the committee reviewed some of the recommendations of the Planning & Evaluation Committee regarding Priorities and Service Category Calculations. He said that there was also a discussion of the racial profiling initiative that will be on the ballot, how it will affect health care, and how it might be more difficult to collect data that HRSA recommends.

## **Grantee Report –**

Daniel Perez presented the Grantee Report. **See Attachment 10.** He reported on the ARIES Project; the Comprehensive Plan Summary; the Intergovernmental Agreement; and the Client Satisfaction Survey.

Regarding the Planning Council Support Staff update, Daniel Perez said that the committee had met and both counties were asked to give a proposal. San Bernardino County administration has decided to withdraw its proposal for administering the Planning Council Support Staff, and that will be reflected in the Intergovernmental Agreement draft. He said that the option to Planning Council would be Riverside County, or subcontracting. The Monthly Committee Update Report was made a part of this report. **See Attachment 11.**

## **Fiscal/Programmatic Reports (Grantee Expenditure Reports)**

None

## **Planning Council Support Staff Procedure Review Committee**

None

## **Planning Council Training Report**

None

## **Advocacy Reports –**

Joe Acosta reported that NAPWA would be conducting a training exercise similar to the one held in Phoenix 3 years ago. This will be held at the Hilton on Hospitality Lane in San Bernardino, September 12, 13, and 14. The times will be 8am to 5pm on Saturday and 8am to 4pm on Sunday, with a dinner on Friday night. Anyone who is interested should contact Bonnie Flippin for information.

## **Public Comments –**

Fred Flotho said he hoped that the Articles of the Bylaws that didn't pass the voting would be brought back with revisions from the committee soon. He said at most, there were minimal concerns to be addressed.

Faith Davis-Bolton said she wanted to formally thank each member of the Bylaws Committee who had helped to get the Bylaws this far. She said she wanted to especially thank Jim Woodward and Joshua Sparks. She praised the work Jim had done with the committee as a non-Planning Council member and his efforts to get the Bylaws to this point. The group responded with applause. Jim addressed the group regarding Article III and asked the members to communicate with the committee members or come to the next Bylaws meeting to work on those issues.

Carolyn Harris announced that on the reception table there was a memorandum with the missing Section 3 of the Needs Assessment. She said that some of this information will be needed when the group looks at allocations and factors to be considered for procurement.

Daniel Perez said he was asked several weeks ago to put together a slide show regarding the successes the Planning Council had achieved in the past few months, which has been tremendous – the Bylaws, the IGA, all the activities that were done the last few months. He said that the slide show would be ready in the next month or so. Daniel said the Planning Council has made amazing progress in the last six or seven months and asked them to applaud themselves for all their work.

### **Announcements**

None

### **Review of Action Items**

Slide Show of Successes

E-mail conference call information to Sandi Bibb for EAM

Teleconference information regarding unmet needs

IGA – moving money between counties as an issue

Check on transportation reimbursement

Board of Supervisor paperwork for Frank Culberson

County Counsel regarding waiver Article IX

### **Agenda Items for Next Meeting**

Agenda items for the next meeting should be directed to Vicki C. Devore at (909) 876-3960 or [vdevore@dph.sbcounty.gov](mailto:vdevore@dph.sbcounty.gov)

### **Next Meeting**

The next meeting will be August 28, 2003 at IAP in Riverside.

### **Adjournment**

The meeting adjourned at 3:40 PM.

Certified:

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Tom Prendergast, M.D.                      Date  
Co-Chair

\_\_\_\_\_  
Joe Acosta                                      Date  
Co-Chair